

**Personnel Committee
Monday, May 28, 2013
Conference Room B, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Deputy Mayor), Paul Shapiro

Other Council Members Present: Mayor Paterson, David Freudmann, Bill Ryan

Staff Present: Matt Hart, Town Manager, Maria Capriola, Assistant Town Manager

The meeting was called to order at 6:03 pm.

1. MINUTES

The minutes of March 18, 2013 were moved by Shapiro and seconded by Moran. The minutes were approved unanimously as presented.

2. HUMAN SERVICES OPEN POSITIONS

Human Services open positions were discussed. Staff and Moran reported on feedback received from Human Services staff and advisory committees and stakeholder groups supported by the Human Services Department.

Timing of recruitments was discussed. By consensus the Committee supported:

- Filling the Youth Services Counselor position when the incumbent retires in summer 2013. Keep position at full-time. Begin recruitment immediately so a new staff person is on board for academic year 2013-2014.
- Recruit for a Human Services Director as soon as practicable. LCSW preferred, not required.
- Reassign the Adult Services Social Worker to the Senior Center on a full-time trial basis as soon as practicable. Remove some duties from the Adult Services Social Worker so the incumbent may focus more on senior clients. Evaluate effectiveness of reassignment. Do not post the part-time vacant position at this time. LCSW not required for Senior Services position.

The meeting adjourned at 7:06 pm.

Respectfully submitted,
Maria E. Capriola, Assistant Town Manager
Town of Mansfield